

Maricopa County Environmental Services Department



Pushcarts



Office Inspection Hours
Monday through Friday
12:00pm to 5:00pm.



Mobile Food Program

1645 E Roosevelt St
Phoenix, AZ 85006
(602) 506-6872

Introduction

This guideline has been developed for the purpose of assisting operators in permitting a Pushcart to prepare and serve safe food. In addition, this guideline will help each applicant understand the plan review process and what is required to permit and operate a Pushcart.

Each unit must be operated in full compliance with the Maricopa County Environmental Health Code and all other applicable regulations. Maricopa County Environmental Services requires that each Pushcart be permitted, operate from an approved commissary, and employ individuals who have received their Maricopa County Food Service Worker or Certified Manager cards.

Pushcarts must be self-contained and maintained readily movable at all times. Fixed connections to sewer and water are generally not allowed and only under specific circumstances. Pushcarts are only permitted to sell specific food items and menu restrictions do apply. Refer to the definitions page (page 3) and General Operating Requirements (page 8) for further details.

Mobile Food Program Office Hours

The Mobile Food Office is open Monday to Friday from 9am to 5pm. **PLEASE NOTE THAT INSPECTIONS ARE ONLY CONDUCTED FROM 12PM TO 5PM OR BY APPOINTMENT.** Call the office duty desk at 602-506-6872 for additional inspection information. Be aware that calls will be returned in the order they are received. The mobile food office is located at 1645 E Roosevelt, Phoenix. The office and parking for Mobile Food inspections is on the west side of the building.

Permits

All Pushcarts must be in full compliance before any permit is issued. New units, vehicles that have not been permitted in the last three years, and units lacking current plans are required to go through the plan review process and pay any associated fees (page 5).

In order to renew or obtain a permit, each unit must have a passing inspection on file that has been completed within the last six months. To receive an inspection, the Pushcart must be fully operational, with all water tanks filled and equipment functional. No electrical power or water supply is available at the inspection office. In addition, the following information is required:

- ◆ Properly completed application and \$105.00 permit fee
- ◆ Signed Commissary agreement
- ◆ Vending route
- ◆ Toilet Use agreement
- ◆ Complete menu

Definitions

Depending on the types of foods to be served and the vehicle, the mobile food program has a variety of permit types that may apply. Please be aware that each type has certain restrictions and applications. According to the Maricopa County Environmental Health Code, the following definitions apply:

“Mobile Food Unit” means and refers to an enclosed vehicle-mounted food establishment designated to be readily movable from which food is composed, compounded, processed or prepared and from which the food is vended, sold or given away.

“Pushcart” means and refers to a non-self-propelled vehicle designated to be readily movable which is limited to the serving of non-potentially hazardous foods or commissary-wrapped potentially hazardous foods maintained at proper temperatures, or limited to the assembling and serving of frankfurters. Unpackaged non-potentially hazardous food items approved for sale from a pushcart shall be limited to popcorn, nuts, produce, pretzels and similar bakery products, shaved ice, and snow cones.

“Food Peddler” means and refers to a retail food establishment in operation from a vehicle designated to be readily movable from which wrapped, properly labeled non-potentially hazardous foods or packaged potentially hazardous foods held at proper temperatures, frozen or canned prepared food which, packaged, portioned, kept in ready-to-eat units or raw fruits and vegetables are vended, sold, or given away but in which establishment the food is not composed, compounded, thawed, reheated, cut, cooked, processed or prepared. Food peddlers may dispense soda fountain drinks, hot drinks, and assemble snow cones from approved and properly installed equipment. An approved self –contained hand washing facility must be installed for a food peddler to dispense any type of open and unpackaged food or drink product.

“Temporary Food Establishment” means and refers to a food establishment that operates in conjunction with a fair, rodeo, exhibition or similar public event for not more than fourteen (14) consecutive days within any permit year provided it is the same permittee, at the same location and same event. At the termination of the event the temporary food establishment shall be removed from the premises.

“Food Caterer” means and refers to any establishment in which the process of preparing food products or food is carried on at one premise for the service and consumption at another off-site location for a temporary event or other occasion. A copy of the valid catering permit must be on-site.

“Commissary” means a food establishment or any other approved place in which food, food containers, or food supplies are kept, handled, prepared, packaged or stored.

Commissary

The commissary is a base of operations for all mobile food units and pushcarts. Each vehicle is required to operate from an approved commissary and report daily for all supplies, cleaning and servicing operations. Each commissary is required to be constructed and operated in compliance with the requirements of the Maricopa County Environmental Health Code.

Depending on the needs of the vehicle, commissaries may have different services available. In general, commissaries are used for the following:

- ° Fresh water supply
- ° Food preparation
- ° Grey water disposal
- ° Vending unit cleaning facilities
- ° Vending unit storage
- ° Food Storage
- ° Garbage disposal
- ° Warewashing facilities
- ° Chemical storage

In order to obtain a permit from this Department, a signed commissary agreement is required for each unit at the time of initial permitting and at permit renewal. Be aware that each commissary agreement will be verified to ensure the facility is able to provide your mobile food unit or pushcart with the services needed.

In addition, the Maricopa County Environmental Health Code requires each permit holder to maintain a log of visits to the approved commissary. The log must be written in permanent, waterproof ink, and maintained within the unit at all times. Logs will be requested on a random basis.

The following list are commissaries that have been verified and are approved within Maricopa County. Before making any arrangements, please inquire about the type of services offered, hours of operation, and other pertinent information. This list is not inclusive and other facilities may be approved as a commissary if the services provided meet the needs of the mobile food unit or pushcart. Additional facilities will be evaluated on an individual basis. In addition, please feel free to contact our office for an updated listing.

Name	Phone	Address	City
Chef's Catering	602 233 9420	3770 W Whitton Ave	Phoenix
Coffee Roaster of Arizona	480 948 1419	7585 E Gray Rd, Suite B	Scottsdale
Deno's Catering	602 688 9923	2833 W Lincoln St	Phoenix
Desert Rose Commissary	602 455 4387	334 N. 25 th Ave	Phoenix
Ralph's Snack Bar	602 269 7707	4501 W Van Buren	Phoenix
Shea Na	623 688 3333	2121 W McDowell Rd	Phoenix
Canyon State Foods	602 243 0443	3820 S 28 th St	Phoenix
Union Pochteca	602 405 7953	118 N. 27 th Ave	Phoenix

Plan Submittal

One complete set of plans must be submitted for each vehicle or trailer. The plans must be drawn to scale (e.g. 1/4" = 1 ft.) on 8½ X 11 inches or larger on white paper with dark ink only, blue prints, or other standard floor plans. The plans must show schematic top view of equipment layout and model numbers, and side view of electrical and plumbing installations.

Write the business name and submittal date on each page of the plans. Also include the number of pages submitted (i.e. page 4 of 6).

Generally, the plan review process takes up to 14 business days to complete. For those individuals who require faster service, an expedited plan review can be done at an additional fee. Expedited plan review requires up to five (5) business days to complete.

The fee schedule is as follows:

Permit type	Standard Plan Review	Expedite Plan Review	Permit fee
Food Peddler	N/A	N/A	\$120.00
Pushcart	\$65.00	\$130.00	\$105.00
Mobile Food Unit	\$65.00	\$130.00	\$175.00

After your plans have been reviewed, a Notification of Plan Review Approval letter will be mailed. Upon receipt of this letter, you may proceed with construction, remodeling, or conversion. Please be sure to review the letter for any changes and modifications that may be needed to your unit before a permit can be issued.

When construction and/or any required upgrades/modifications have been made, bring the pushcart to the office for an inspection. The cart must be clean and all equipment operating. If the cart is in compliance with the Maricopa County Environmental Health Code, a permit will be issued. In addition, the following information is also needed at the time of permitting:

- ♦ Applicable permit fees
- ♦ Signed Commissary agreement
- ♦ Toilet Use agreement
- ♦ Complete menu



Construction Requirements

The following list is meant to help outline the various requirements of the Maricopa County Environmental Health Code for Pushcarts. Is it not all inclusive and other requirements may be applied depending on the menu and special needs of the unit.

- ◆ The pushcart must be constructed of approved material, adequate in size, easily cleanable, and in good repair.
- ◆ Food contact surfaces shall be free of breaks, open seams, cracks, chips, inclusions, pits, sharp internal angels, corners, and crevices.
- ◆ The food preparation area must be enclosed on three sides by a shield that is at least 18 inches high.
- ◆ Provide a permanently installed hand wash sink. Minimum hand wash sink size is 9" x 9" x 5" deep.
- ◆ The sink faucet shall be mixing or combination type.
- ◆ Provide hot and cold water under adequate pressure. The rate of flow must be one (1) gallon per minute.
- ◆ Provide a permanently mounted potable water tank or tanks that can hold a minimum capacity of 5 gallons. This potable water system must be directly and fully recharged when filled from a water inlet. The water heaters capacity may be included in the potable water system capacity if the water heater is fully recharged when potable water system is re-charged.
- ◆ Provide a wastewater storage tank that is 15% greater than the combined capacity of the potable water tank(s) plus the water heater tank capacity.
- ◆ The water heater shall be of adequate capacity and recovery rate to furnish a continuous supply of hot water whenever the vehicle is in operation. Minimum capacity is one gallon. An instant water heater meeting all requirements may be approved.
- ◆ Provide a food grade water hose designated for drinking water use only. This hose is to be used only to fill the fresh water tank. Store the hose on the vehicle with ends fastened together.
- ◆ All connections on the vehicle for waste disposal facilities shall be of different size or type than those used for supplying potable water to these vehicles. The waste connection shall be located lower than the water inlet connection to preclude contamination of the potable water system. In addition, wastewater outlet shall be greater than 1" unless otherwise approved by the Department.
- ◆ All water tanks, pumps, and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification, and periods of nonuse longer than 7-days. Potable water tanks shall be flushed and sanitized monthly.
- ◆ All equipment must be NSF, ANSI, or approved equivalent.
- ◆ If a grill is used to prepare frankfurters, an attached grill cover is required.
- ◆ All supplemental cold compartments must be self-draining at all times.
- ◆ A fully-enclosed dry storage compartment with a door is required.

Plan Submittal Example

The plans and specifications for all Pushcarts shall include the following information:

- ◆ Proposed layout, mechanical schematics, construction materials, and finish schedules. The plans must include the following:
 - ◆ Location of the hand wash sink. Include the dimension for the sink compartment.
 - ◆ Refrigeration and other cold holding equipment/compartments.
 - ◆ Dry goods and food storage areas
 - ◆ Provide details in the plans such as the capacities, positioning, and placement of the potable water tank, wastewater tank, and hot water heater. In addition, the placement of the water inlets and outlets for the potable and wastewater tanks.

Menu:

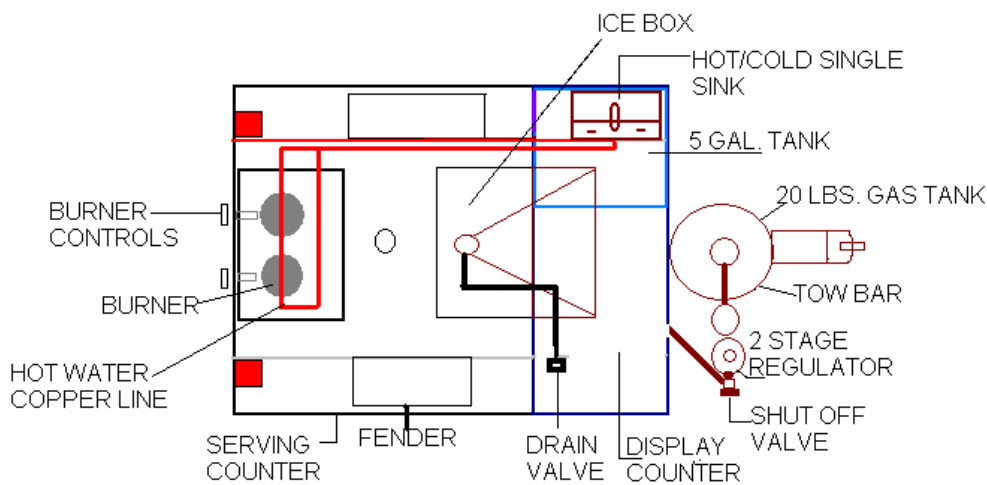
- ◆ Hot dogs w/ various condiments
- ◆ Soda, Bottled water
- ◆ Prepackaged Soda, Chips, Candy

Finish Schedule:

- ◆ D.O.T approved towable trailer
- ◆ Body size: W 40" x L 40" x H 56"
- ◆ Stainless steel cart with welded aluminum frame
- ◆ Single compartment hot & cold water sink with dimensions of W 9" x L 9" x H 5"
- ◆ 5 gallon potable water tank, 7 gallon waste water tank
- ◆ Three 1/3 pans 6" deep (NSF approved)
- ◆ Large ice box for sodas – insulated.
- ◆ One 20 lbs propane gas cylinder with O.P.D.
- ◆ Two burner stove with adjustable controls
- ◆ Two stage regulator with shut off valve
- ◆ Bottom storage bin with latch.



MODEL 2000 VENDING CARTS INTERNATIONAL



Picture compliments of
Vending Carts International

General Operating Requirements for all Pushcarts

- ◆ The business name and vehicle number must be plainly indicated on two sides and the rear of the unit. Letters must be of contrasting colors and at least three inches high and a stroke width 3/8 inches wide.
- ◆ Permit stickers must be clearly visible from the rear exterior of the vehicle. In addition, the permit to operate must be maintained with the vehicle at all times. Photocopies are not allowed.
- ◆ Food service workers are required to obtain food service worker cards. The fee is \$12 for an original card and \$3 for any additional copies. Please call (602) 506-2960 for information on testing and locations.
- ◆ A Certified Food Manager card is required for the person who oversees all aspects of the food service on the Pushcart. The person in charge has 90 days to obtain the certification. Testing for this certification can not be obtained at the addresses below. For information on this, call (602) 506-2960.
- ◆ All Pushcarts must be maintained **readily movable** at all times.
- ◆ The menu for Pushcarts is strictly limited. All menu items must be submitted in writing and approved prior to sales.
- ◆ Pushcarts are restricted to the addition of tables and ice chests. In general, one additional ice chest for food supplies and one additional sales table for approved foods is allowed. There is no limit to the number of ice chests used to sell unopened bottle beverages (soda, water).

Food Source



- ◆ All food and beverages must be from an approved source. It shall be safe, unadulterated, and honestly presented. Food prepared in a private home may not be used or offered for human consumption on a Pushcart. **All homemade food products are prohibited.**
- ◆ All packaged foods shall be labeled in accordance with FDA guidelines (product name, processor name, address/phone of processor, weight and ingredients must be in English). Records of food purchases, invoices, and receipts must be kept on the pushcart or some other convenient location for at least 90 days following the date of purchase.
- ◆ Ice that is consumed or contacts food shall be obtained only in chipped, crushed, or cubed form. Ice that is obtained from outdoor ice towers at the commissaries is not approved for use in beverages or for human consumption.
- ◆ All condiments must be dispensed from squeeze bottles, pump dispensers, individual packets or condiment containers with self-closing lids.
- ◆ Condiments must be purchased ready-to-eat (pre-cut) or prepared at an approved commissary prior to being placed on the pushcart. Chopping, mixing, etc is not allowed at a pushcart at any time.



Hand Washing

Each pushcart must have a fully operational hand sink with hot and cold running water. The sink must be supplied with soap and disposable hand towels.

How To Properly Wash Hands

Hands and exposed portions of arms must be washed with soap and water. Vigorously rub hands and arms together for at least 20 seconds and thoroughly rinse with clean water. Employees shall pay particular attention to the fingertips, the areas underneath the fingernails and between the fingers.



When To Wash

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- Before putting on gloves.
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking, or using the toilet room.
- When switching between working with raw food and working with ready-to-eat food or when engaging in activities that contaminate the hands.
- After caring for or handling service animals or aquatic animals.



Bare Hand Contact

Bare hand contact with ready-to-eat foods such as buns, tortillas, chips, produce for juicing, and condiments is prohibited. **Non-latex**, single-use gloves, utensils, wax paper or single-use wraps must be used. Remember to wash hands before putting on gloves. Change gloves when switching task or when gloves become dirty or worn. Gloves must be worn when employees have sores, burns, and/or bandages on their hands.

Food Temperatures

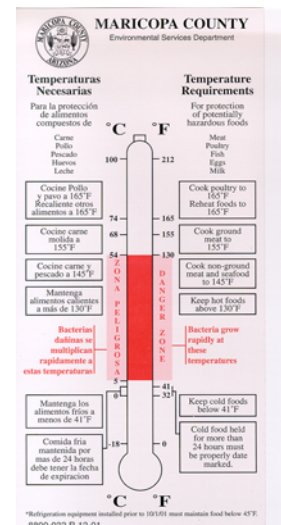
Potentially hazardous foods -

(meats, fish, poultry, eggs, milk, pasta, cooked produce, and dairy products) must be stored and displayed at proper temperatures during transportation, storage, service etc.

- Reheat food rapidly to **165°F** and hold at **130°F**.
- Hot food must be held at **130°F** or hotter.
- Cold food must be held at **41°F** or colder.
- Refrigerated foods may be reused if they are kept at or below 41 f at all times.

A metal - stem probe thermometer that measures from 0°F to 220°F must be available and used to check food temperatures. *An accurate (calibrated) thermometer will read 32°F in a cupful of ice water.*

Hot foods cannot be carried over for the next day. Cooling foods on any pushcart is prohibited.



Beverage Carts

Beverage carts are approved as pushcarts with limited menus. In general, the following guidelines must be followed for beverage carts to operate in full compliance with the Maricopa County Environmental Health code:



- ♦ Blenders and other types of mixing equipment are prohibited for use. In order to serve frappachino type drinks, each beverage cart must apply for a variance that outlines the type of beverage to be sold. In addition, an ice/slush drink mix machine must be utilized to prepare the mix. Contact 602-506-6872 for further information on how to obtain a variance.
- ♦ Coffee brewing is allowed on pushcarts provided the brewer is stationed on the pushcart and water to brew coffee is obtained at an on-site commissary or from drinking water bottles. The coffee pots and other equipment will be washed, rinsed and sanitized at the commissary each day.
- ♦ A commercial refrigerator is required to be on the pushcart to store milk and other items that are required to prepare espresso and similar beverages.
- ♦ A separate fresh water tank and wastewater tank are required for all beverage carts where water is needed to prepare beverages. The wastewater tank must be 15% larger than the fresh water system.
- ♦ Beverage carts are limited to the main cart and one auxiliary table/compartiment for storage.
- ♦ Only single-service cups and utensils can be provided to customers.



Kettle Corn Operations

Kettle Corn operations are approved as pushcarts with limited menus. In general, the following guidelines must be followed for a Kettle Corn operation to be permitted as a pushcart under the Maricopa County Environmental Health code:



- ♦ All equipment must be transported in an approved trailer or transport vehicle. The trailer or vehicle must have the business name as required.
- ♦ A self-contained hand washing sink meeting all requirements for tanks, hot and cold water, etc. must be present at the sales site, immediately accessible at all times. This sink is to be used by employees only.
- ♦ The kettle corn operation must sell from a fixed location. In general, a tent must be set-up with overhead protection that covers all aspects of food preparation and storage. The tent requires three-sides and groundcover. Asphalt and cement are acceptable for groundcover. Mesh sides are approved to allow for air ventilation. The mesh must be no larger than 16" screen.

